



**DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 John J. Kingman Rd. Suite 4950
Fort Belvoir, Virginia 22060-6222**

Instruction Number: DESC-I-25

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**Standard Operating Procedures for
Processing Sale or Credit (Defuel) Transactions for Ships**

1. General: This instruction is applicable to all DoD Stock Point/Defense Fuels Supply Point (DFSP) locations including military service installations, Government Owned/Contractor Operated (GOCO) locations, Contractor Owned/Contractor Operated (COCO) locations, and commercial terminals/pipeline systems operated under a Transportation Operating Agreement. This procedure is applicable to all sales or credits to US Navy and Military Sealift Command (MSC) ships using Fuel Manager Defense (FMD), Fuel Control Center (FCC) version 1027 or Fuels Enterprise Server (FES)-02 applications. This policy was coordinated with Military Service Control Points (SCP) and is issued as interim policy pending inclusion to DoD 4140.25-M. Responsible Officers (RO), Property Administrator (PA), or Terminal Manager (TM) for each stock point shall ensure compliance with this and other applicable guidance.

1.1. Supersession: This issuance of DESC-I-25 provides an administrative update to Appendix 1, and supersedes DESC-I-25 dated February 6, 2006.

2. Procedures: DESC stock transfers to and from capitalized ships (e.g. capitalized Navy Oilers, MSC Tankers, and Pre-positioned stock vessels) that are used as a conveyance mode for DESC capitalized product movements must be processed as a shipment transaction. However, the fuel consumed by a capitalized ship must be processed as a sale according to the below procedures. Appendix 1 provides a listing of all capitalized ships and applicable DoDAACs

2.1. The requirement to use the customer document number and Use Code "S" is also applicable to capitalized Navy Oilers processing fuel sale/credit transactions via the Material Financial Control System Personal Computer (MFCS.PC).

2.2. All sale or defuel (credit) transactions to Navy and MSC ships must be processed using Use Code "S" and the document number provided by the customer requisitioning the fuel.

Note: Customer assigned document numbers shall not include the "FF**" "FA**" "FV**" or "FC**" serial number as the last four positions of the document number. This restriction is necessary to avoid potential MILSTRIP document number duplication. For example, the document number for a sale to NSY Norfolk (N00181) on December 5, 2005 **must not be** N001815322FF01.

2.2. Processing application specific instructions follow:

2.2.1. FMD/FCC 1027 Processing Sites:

2.2.1.1. From the Accounting Module, open the appropriate product ledger.

2.2.1.2. Point and click at the appropriate ledger line for the date of the transaction event.

2.2.1.3. Open the Sale or Defuel input screen and select either “Sale” or “Defuel” from the dropdown option of the input screen.

2.2.1.4. Enter appropriate transaction data. (See appendix 2 screen example)

Note: The FCC must be set up as “DFSP” or “Navy” to process a sale/defuel transaction using the customer provided document number. The document number field, which is normally locked, will be unlocked when the processor enters a Use Code of “S” providing they are in the DFSP or Navy setup option. FMD will allow input of Use Code “S” with a customer assigned document number for Navy/Marine customer DoDAACs (N, V, R, M series) only.

2.2.1.5. Save the transaction and process to the FES using normal procedures.

2.2.2. Procedures for FES 02 Processing Sites:

2.2.1. From the appropriate FES ledger, select the “Edit” option then click the “Query” button to enter the edit or add transaction mode.

2.2.2. Select the appropriate date row from the ledger based on the date of the transaction event. Then click the hyperlink for the appropriate transaction type, “Sale” or “Credit.” This hyperlink will be a number that reflects the transaction summary for that day, i.e. “0” if no transactions have been processed for that day, or the total of all sale/credit transactions for that day.

2.2.3. Click on the “Ships and Non-US Government Sale” hyperlink for a sale to a ship and the “Ships and non-US Government Credit” hyperlink for a credit to a ship to open the appropriate input screen. (See Appendix 3)

Note: The “Ships and Non-US Government Sale” and “Ships and non-US Government Credit” input options are only available for Navy or MSC customer DoDAACs (N, V, or R series DoDAACs) and “T” DoDAAC customers. Sale/Credit transactions for US Coast Guard Ships (“Z” series DoDAACs) must be processed using the “US Government Sale” or “US Government Credit” input options.

2.2.4. Enter the appropriate data for the transaction. (See Attachment 3 screen examples).

Note: Enter the document number provided by the customer for all sale or credit transactions to Navy or MSC ships. The FES 02 program will automatically assign Use Code “S” to these transactions.

2.2.5. Save the transaction to FES by clicking the “Next” button.

Approved:

////////Signed Cy on File////////
MICHAEL D. BRODERICK
Director of Business Integration
Defense Energy Support Center

4 Appendices:

[AP1 - Capitalized Ship Table](#)
[AP2 - FCC Screen Examples](#)
[AP3 – FMD Screen Example](#)
[AP4 - FES 02 Screen Examples](#)

Appendix 1
Capitalized Ships Table

Ship Name	Inventory DoDAAC	Type
MV Montauk T-AOT 4586 *	N23466	ED Tankers (MSC)
GUS W DARNELL AOT 1121 **	N46373	ED Tankers (MSC)
PAUL BUCK AOT 1122	N46374	ED Tankers (MSC)
SAMUEL L COBB AOT 1123	N46375	ED Tankers (MSC)
MV RICHARD C MATHIESON T AOT 1124	N46376	ED Tankers (MSC)
MV LAWRENCE H GIANELLA T AOT 1125	N46377	ED Tankers (MSC)
TRANSPACIFIC	N23875	ED Tankers (MSC)
SS Chesapeake (AOT 5084)	N22148	USN MPS Vessel
SS Petersburg (AOT 9101)	N22149	USN MPS Vessel
1ST Lt Harry L. Martin (T-AK-3015)	N23005	USN MPS Vessel
USNS Gysgt Fred Stockham (T-AK 3017)	N23069	USN MPS Vessel
DFSP PFC Wm B Baugh JR (AK 3001)	N21511	USN MPS Vessel
DFSP Lt Baldomero Lopez (AK 3010)	N21512	USN MPS Vessel
DFSP EA Obregon (AK 3006)	N21513	USN MPS Vessel
DFSP Sgt Mate J Kocak (AK 3005)	N21547	USN MPS Vessel
DFSP Lt Alexandra Bonnyman JR (AK 3003)	N21585	USN MPS Vessel
DFSP Pvt Franklin Phillips (AK 3004)	N21586	USN MPS Vessel
DFSP Cpl Louis J Haughe, JR (AK 3000)	N21628	USN MPS Vessel
DFSP John Bobo (AK 3008)	N21629	USN MPS Vessel
DFSP PFC Dewayne T Williams (AK 3009)	N21630	USN MPS Vessel
DFSP Major Steven W Pless (AK 3007)	N21631	USN MPS Vessel
DFSP James Anderson (AK 3002)	N21632	USN MPS Vessel
DFSP Lt Jack Lummus (AK 3001)	N21633	USN MPS Vessel
DFSP Sgt William R. Burton (AK 3012)	N21663	USN MPS Vessel
DFSP USNS LCPL Roy M. Wheat (T-AK-3016)	N23068	USN MPS Vessel
USS Sacramento (AOT 1) ***	R05832	USN OILER
USS Camden (AOT 2) ***	R05833	USN OILER
USNS Andrew J. Higgins (T-AO 190)***	R21469	USN OILER
USNS John Ericsson (T-AO 194)	R21524	USN OILER
USNS Walter S. Diehl (T-AO 193)	R21579	USN OILER
USNS Pecos (T-AO 197)	R21582	USN OILER
USNS Tippecanoe (T-AO 199)	R21622	USN OILER
USNS Guadalupe (T-AO 200)	R21856	USN OILER
USNS Yukon (T-AO 202)	R21869	USN OILER
USNS Rappahannock (T-AO 204)	R21871	USN OILER
USNS Rainier (T-AOE 7)	R21872	USN OILER
USNS Bridge (T-AOE 10)	R21979	USN OILER
USS Seattle (AOE 3) ***	V05848	USN OILER
USS Detroit (AOE 4) ***	V20120	USN OILER
USNS Henry J. Kaiser AO 187 NY	V21307	USN OILER
USNS John Lenthall (T-AO 189)	V21377	USN OILER
USNS Leroy Grumman (T-AO 195)	V21525	USN OILER
USNS Kanawa (T-AO 196)	V21581	USN OILER
USNS Big Horn (T-AO 198)	V21621	USN OILER
USNS Supply (T-AOE 6)	V21839	USN OILER
USNS Patuxent (T-AO 201)	V21857	USN OILER

USNS Laramie (T-AO 203)	V21870	USN OILER
USNS Arctic (T-AOE 8)	V21907	USN OILER
USS Wasp (LHD 1)	V21560	USN/LH
USS George Washington (CVN 73)	V21412	USN/CV
USS Carl Vinson (CVN 70)	R20993	USN/CV
USS Bellau Wood (LHA 3) ***	R20633	USN/LH
USS Bonhomme Richard (LHD 6)	R22202	USN
USS Ronald Reagan (CVN 76)	R22178	USN
USS John C. Stennis (CVN 74)	R21847	USN
USS Boxer (LHD 4)	R21808	USN
USS Essex (LHD 2)	R21533	USN
USS Abraham Lincoln (CVN 72)	R21297	USN
USS Peleliu (LHA 5)	R20748	USN
USS Tarawa (LHA 1)	R20550	USN
USS Nimitz (CVN 68)	R03368	USN
USS Kitty Hawk (CV 63)	R03363	USN
USS Iwo Jima (LHD 7)	V23027	USN
USS Bataan (LHD 5)	V21879	USN
USS Harry S Truman (CVN 75)	V21853	USN
USS Kearsarge (LHD 3)	V21700	USN
USS Theodore Roosevelt (CVN 71)	V21247	USN
USS Nassua (LHA-4)	V20725	USN
USS Saipan (LHA 2)	V20632	USN
USS Dwight D Eisenhower (CVN 69)	V03369	USN
USS John F Kennedy ((CV 67)	V03367	USN
USS Enterprise (CVN 65)	V03365	USN

* Denotes the ship is no longer under contract.

** Denotes the ship is no longer a US Government Asset.

*** Denotes the ship is not currently in active service.

Appendix 2

AP2.1. FCC Screen Example (Blank Input Screen with “Sale” or “Defuel” options)

Aviation Fuel Sale

TYPE	SALE	GRADE	JP5
UNIT OF ISSUE		QUANTITY	0
BUYERS DODAAC	N20113	SUPP	
DATE	12/01/2003	TIME	09:33:45
SIGNAL CODE		FUND CODE	LOCAL (9)
TEC		TRANS MODE	
TAIL NUMBER		CARDNUM	
CARRIER CODE		SELLER DODAAC	U7331
BOS		UC	
MGT CODE		DOC NUM	
TMS		ACTIVITY	
MEMO			

OK Cancel Prev Next Del Reverse Post

AP2.2. FCC Screen Example (Completed Input with Use Code “S” and Customer Doc Num)

Aviation Fuel Sale

TYPE	SALE	GRADE	JP5
UNIT OF ISSUE	GL	QUANTITY	250000
BUYERS DODAAC	N20115	SUPP	
DATE	12/01/2003	TIME	14:42:32
SIGNAL CODE	A	FUND CODE	H9
TEC		TRANS MODE	LOCAL (9)
TAIL NUMBER		CARDNUM	
CARRIER CODE		SELLER DODAAC	UY7331
BOS	USN	UC	S
MGT CODE		DOC NUM	N2011530336500
TMS		ACTIVITY	
MEMO			

OK Cancel Prev Next Del Reverse Post

Appendix 3

AP3.1. FMD Input Screen Example

Appendix 4

AP4.1. FES 02 Screen Example (Ships and Non US Government Sale Option)

Sale Transactions Report - 11/01/2005	
NSN Code	9130010315816
Add Ships and Non US Government Sale Add US Government Sale	
9130010315816 --- Sale Transactions	
No Data Available.	

AP4.2. FES 02 Screen Example (Ship and Non US Government Sale Input Screen)

Sale	
Credit	
Ships_And_Non_US_Government_Sale <u>US Government Sale</u>	
[Sale : Ships_And_Non_US_Government_Sale] [?]	
<u>SHIPPERS DoDAAC</u>	UY7331
<u>Nsn</u>	9140002732377
<u>Trans date</u>	12/05/2005
<u>Cust dodaac</u>	<input type="text"/> (search)
<u>Sig code</u>	<input type="text"/> ▼
<u>Cust sup dodaac</u>	<input type="text"/> (search)
<u>Fund code</u>	<input type="text"/>
<u>Transfer Document</u>	<input type="text"/>
<u>Quantity</u>	<input type="text"/>
<u>Delivery mode</u>	<input type="text"/> ▼
<u>CARGO or GBL</u>	<input type="text"/>
<u>Sub Account</u>	<input type="text"/>
	<input type="button" value="Next >"/>
<u>Expert Mode:</u>	<input type="checkbox"/>
<input type="button" value=" < Transaction Listing"/> <input type="button" value="[X] Ledger"/>	

AP4.3. FES 02 Screen Example (Completed Input Screen with customer document number)

Sale **Credit**

Ships_And_Non_US_Government_Sale | US Government Sale

[Sale : Ships_And_Non_US_Government_Sale] [?]

SHIPPERS DoDAAC UY7331

Nsn 9140002732377

Trans date 12/05/2005

Cust dodaac N00181 (search)

Siq code A:Customer payee

Cust sup dodaac (search)

Fund code 25

Transfer Document N0018153228327

Quantity 25115

Delivery mode LOCAL (9)

CARGO or GBL

Sub Account

Next >

Expert Mode: ☐

< Transaction Listing **[X] Ledger**

AP4.4. FES 02 Screen Example (Processed Transaction with Program Assigned Use Code S)

Sale Transactions Report - 12/04/2005

NSN Code

9140002732377

Query

9140002732377 --- Sale Transactions

Transaction ID	Vehicle ID	Vehicle Type	Customer	Quantity	Use Code	Bill Number	TSN Number	MILSTRIP Document Number	OED ID	Transaction Date	FCC Process Date	FES Process Date	Bill Date	OED Process Date
UY73315338BK01	N/A	N/A	N00181	25,115.0	S	N/A	N/A	N0018153223827	228136	12/04/2005	12/05/2005	12/05/2005 13:00:14	N/A	12/05/2005 17:51:02